

Access the following website to obtain an EIN via Online, Telephone Service, Fax or Mail:

<http://www.irs.gov/businesses/small/article/0,,id=97860,00.html>

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How to Apply for an EIN

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Applying for an EIN is a free service offered by the Internal Revenue Service. Beware of websites on the Internet that charge for this free service.

If you are a home-care service recipient who has a previously assigned EIN either as a sole proprietor or as a household employer, do not apply for a new EIN. Use the EIN previously provided. If you can not locate your EIN for any reason, follow the instructions on the [Lost or Misplaced Your EIN?](#) Web page.

Apply Online

The [Internet EIN](#) application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The online application process is available for all entities whose principal business, office or agency, or legal residence (in the case of an individual), is located in the United States or U.S. Territories. The principal officer, general partner, grantor, owner, trustee etc. must have a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) in order to use the online application.

Apply by Fax

Taxpayers can fax the completed [Form SS-4](#) (PDF) application to the appropriate fax number (see [Where to File Your Taxes \(for Form SS-4\)](#)), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

Apply by Mail

The processing timeframe for an EIN application received by mail is four weeks. Ensure that the [Form SS-4](#) (PDF) contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type and mailed to the taxpayer. Find out where to mail Form SS-4 on the [Where to File Your Taxes \(for Form SS-4\)](#) page.

Apply by Telephone – International Applicants

International applicants may call 267-941-1099 (not a toll-free number) 6:00 a.m. to 11:00 p.m. (Eastern Time) Monday through Friday to obtain their EIN. The person making the call must be authorized to receive the EIN and answer questions concerning the [Form SS-4](#) (PDF), *Application for Employer Identification Number*. Complete the Third Party Designee section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of Form SS-4. The designee's authority terminates at the time the EIN is assigned and released to the designee. You must complete the signature area for the authorization to be valid.

Other Important Information

Daily Limitation of an Employer Identification Number

Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by fax or mail. We apologize for any inconvenience this may cause.

Responsible Party

In order to identify the correct individuals and entities applying for EINs, language changes have been made to the EIN process. Refer to [Responsible Parties and Nominees](#) to learn about these important changes before applying for an EIN.

Third Party Authorization

The Third Party Designee section must be completed at the bottom of the Form SS-4. The Form SS-4 must also be signed by the taxpayer for the third party designee authorization to be valid. The Form SS-4 must be mailed or faxed to the appropriate service center. The third party designee's authority terminates at the time the EIN is assigned and released to the designee.

Related Topics

- Employer ID Numbers
- Correcting Business Information Where a Nominee Was Used

Videos

- EIN Video

[Rate the Small Business and Self-Employed Website](#)

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Apply for an Employer Identification Number (EIN) Online


[Español](#)

Our hours of operation are Monday through Friday 7 a.m. to 10 p.m. Eastern time.

No need to file a Form SS-4! We ask you the questions and you give us the answers. After all validations are done you will get your EIN **immediately** upon completion. You can then download, save, and print your EIN confirmation notice.

Purpose of an Employer Identification Number

Employer Identification Numbers are issued for the purpose of tax administration and are not intended for participation in any other activities (e.g., tax lien auction or sales, lotteries, etc.)

Daily Limitation of an Employer Identification Number

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If you need to file a return, but do not have your EIN yet due to the limitation discussed above, complete a Form SS-4 and attach it to the completed and signed tax return. Mail both forms to the address for filing the tax return. See [Where to File](#). The IRS will assign your EIN and then process your tax return. You will receive a notice advising you of your EIN within four weeks.

Is the Responsible Party For Your New Entity an EIN Previously Obtained Through the Internet?

We cannot process your application online if the responsible party is an entity with an EIN previously obtained through the Internet. Please use one of our other methods to apply. See [How to Apply for an EIN](#). We apologize for any inconvenience this may cause you.

Employer Tax Responsibilities Explained (Publications 15, 15-A and 15B)

[Publication 15](#) provides information on employer tax responsibilities related to taxable wages, employment tax withholding and which tax returns must be filed. More complex issues are discussed in [Publication 15-A](#) and tax treatment of many employee benefits can be found in Publication 15. We recommend employers download these publications from IRS.gov. Copies can be requested online (search "Forms and Publications") or by calling 1-800-TAX-FORM.

Filing for Tax Exempt Status?

It's best to be sure your organization is formed legally before you apply for an EIN. Nearly all organizations are subject to automatic revocation of their tax-exempt status if they fail to file a required return or notice for three consecutive years. When you apply for an EIN, we presume you're legally formed and the clock starts running on this three-year period.

Do You Have Questions About Operating Your Small Business?

Try our one stop resource, the [Small Business & Self-Employed Tax Center](#).

[APPLY ONLINE NOW](#)

[Rate the Small Business and Self-Employed Website](#)

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Related Topics

- › Privacy Act Statement and Paperwork Reduction Act Notice
- › Online EIN: Frequently Asked Questions
- › System Requirements
- › State and Federal Online Business Registration
- › Employer ID Numbers

Click here to continue to the EIN Application online.



EIN Assistant

Important Information Before You Begin

Use this assistant to apply for and obtain an Employer Identification Number (EIN).

[Do I need an EIN?](#)

[Do I need a new EIN?](#)

About the EIN Assistant

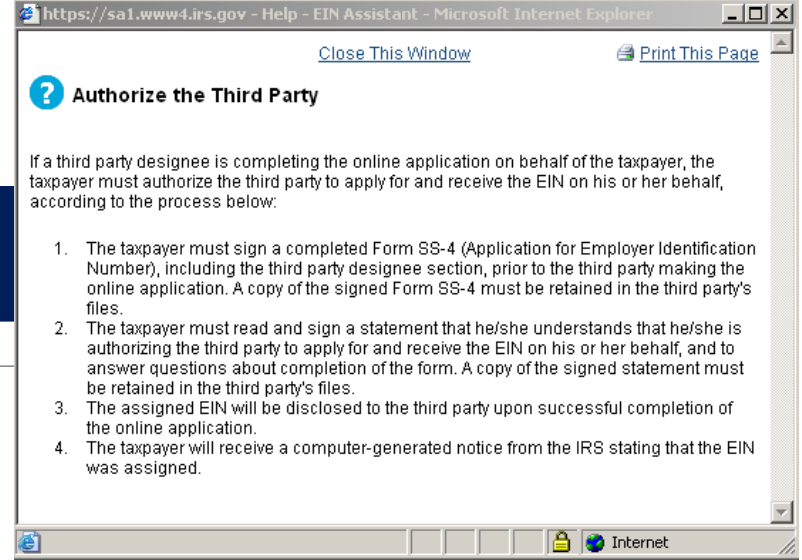
- You must complete this application in one session, as you will **not** be able to save and return at a later time.
- For security purposes, your session will expire after 15 minutes of [inactivity](#), and you will need to start over.
- You will receive your EIN immediately upon verification. [When will I be able to use my EIN?](#)
- If you wish to receive your confirmation letter online, we strongly recommended that you install [Adobe Reader](#) before beginning the application if it is not already installed.

Restrictions

- Effective May 21, 2012, to ensure fair and equitable treatment for all taxpayers, the Internal Revenue Service will limit Employer Identification Number (EIN) issuance to one per [responsible party](#) per day. This limitation is applicable to all requests for EINs whether online or by phone, fax or mail. We apologize for any inconvenience this may cause.
- If a [third party designee](#) (TPD) is completing the online application on behalf of the taxpayer, the taxpayer must [authorize the third party](#) to apply for and receive the EIN on his or her behalf.
- The business location must be within the United States or [U.S. territories](#).
- Foreign filers without an Individual Taxpayer Identification Number (ITIN) cannot use this assistant to obtain an EIN.
- If you were incorporated outside of the United States or the U.S. territories, you cannot apply for an EIN online. Please call us at 267-941-1099 (this is not a toll free number).

[Begin Application >>](#)

If you are not comfortable sending information via the Internet, download the [Form SS-4](#) PDF file and the instructions for alternative ways of applying.



Click here to start EIN Application online.



EIN Assistant

Your Progress:

1. Identify

2. Authenticate

3. Addresses

4. Details

5. EIN Confirmation

What type of legal structure is applying for an EIN?

Before applying for an EIN you should have already determined what type of legal structure, business, or type of organization is being established.

Choose the type you are applying for. If you don't see your type, select "View Additional Types."



Sole Proprietor

Includes individuals who are in business for themselves and household employers.



Partnerships

Includes partnerships and joint ventures.



Corporations

Includes S corporations, personal service corporations, real estate investment trusts (REIT), regulated investment conduits (RIC), and settlement funds.



Limited Liability Company (LLC)

A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state.



Estate

An estate is a legal entity created as a result of a person's death.



Trusts

All types of trusts including conservatorships, custodianships, guardianships, irrevocable trusts, revocable trusts, and receiverships.



View Additional Types, Including Tax-Exempt and Governmental Organizations

If none of the above fit what you are establishing, there are several others to choose from.

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Help Topics



[What if I do not know what type of legal structure or organization to choose?](#)

*Click here to
continue the
application process*

Individuals will need to select "Sole Proprietor".



EIN Assistant

Your Progress:

1. Identify

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5. EIN Confirmation

You have chosen Sole Proprietor.

Sole proprietor includes individuals who are in business for themselves, or household employers. Read the descriptions below and choose the type for which you are applying.

☒ **[Sole Proprietor](#)**

A sole proprietorship is a business that has only one owner and is not incorporated or registered with the state as a limited liability company (LLC). A sole proprietor can be a self-employed individual or an independent contractor. Sole proprietors (self-employed individuals) report all business income and expenses on their individual tax returns ([Form 1040](#), U.S. Individual Income Tax Return, Schedule C, E, or F). A sole proprietor may or may not have employees.

☐ **[Household Employer](#)**

You are a household employer if you have hired someone to do household work and [that worker is your employee](#). Household employees include: babysitters, nannies, au pairs, cleaning people, housekeepers, maids, drivers, health aides, private nurses, caretakers, yard workers, and similar domestic workers.

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Help Topics

[? What is Form 1040?](#)

*Individuals will need to select
“Sole Proprietor”.*

*Click here to
continue the
application process*



EIN Assistant

Your Progress:

1. Identify

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5. EIN Confirmation

Please confirm your selection.

Confirm your selection of **Sole Proprietor** as the type of structure applying for an EIN.

What it is...

- ◆ A sole proprietorship is a business owned by one individual.
- ◆ A sole proprietor can be a self-employed individual or an independent contractor.
- ◆ All business income and expenses are reported on the individual's federal income tax return.
- ◆ A sole proprietor may or may not have employees.

IMPORTANT: A sole proprietor may have only one EIN, regardless of the number of businesses you own or operate. If you already have an EIN, you must use that number for all of your sole proprietor businesses.

What it is not...

- ◆ The business cannot be [incorporated](#) or registered with the state as a [limited liability company \(LLC\)](#).

If you need to change your type of structure, we recommend that you do so **now**, otherwise you will have to start over and re-enter your information. Additional help may be found by reviewing [all types of organizations and structures](#) before making your selection.

<< Change Type

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*Click here to
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application process*

EIN Assistant

Your Progress: **1. Identify** 2. Authenticate 3. Addresses 4. Details 5. EIN Confirmation

Why is the Sole Proprietor requesting an EIN?

Choose **one** reason that best describes why you are applying for an EIN.

- ☒ **Started a new business**
Select this option if you are beginning a new business.
- ☐ **Hired employee(s)**
Select this option if you already have a business and need to hire employees.
- ☐ **Banking purposes**
Select this option if the reason for applying for the EIN is strictly to satisfy banking requirements or local law.
- ☐ **Changed type of organization**
Select this option if you are changing the type of organization you currently operate, such as changing from a sole proprietor to a partnership, changing from a partnership to a corporation, etc.
- ☐ **Purchased active business**
Select this option if you are purchasing a business that is already in operation.

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Help Topics

- [? I do not see my reason for applying here. What should I choose?](#)
- [? What if more than one reason applies to me?](#)

*Click here to
continue the
application process*

“Why are you requesting an EIN?”

“Started a new business” should be selected as that is the closest to the reason for obtaining an EIN.



EIN Assistant

Your Progress:

1. Identify ✓

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Please tell us about the Sole Proprietor.

* Required fields

Must match IRS records or this application cannot be processed.

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

First name *

Middle name/initial

Last name *

Suffix (Jr, Sr, etc.)

[SSN/ITIN](#) * - -

Choose One: *

☒ I am the sole proprietor.

☐ I am a third party applying for an EIN on behalf of this sole proprietor.

← *If you are applying for an EIN for yourself, select this option.*

Before continuing, please review the information above for typographical errors.

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EIN Assistant

Your Progress:

1. Identify ✓

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Where is the Sole Proprietor physically located?

* Required fields

The only special characters allowed for street and city are - and /.

Note: Must be a U.S. address. Do not enter a P.O. box. [For military addresses click here.](#)

Street * 112 Main Avenue

City * Mountain City

State/[U.S. territory](#) * MARYLAND (MD)

ZIP code * 99912


Phone number * 999 - 111 - 2222

Do you have an address **different**
from the above where you want
your mail to be sent? * ☐ Yes ☒ No

Before continuing, please review the information above for typographical errors.

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[IRS Privacy Policy](#)

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EIN Assistant

Your Progress:

1. Identify ✓

2. Authenticate ✓

3. Addresses ✓

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Tell us about the Sole Proprietor.

*** Required fields**

The only punctuation and special characters allowed are hyphen (-) and ampersand (&).

The trade name may not contain an ending such as 'LLC', 'LC', 'PLLC', 'PA', 'Corp', or 'Inc'.

Name of Sole Proprietor **John Doe**

[Trade name/Doing business as](#)
(if different from name)

County where Sole Proprietor is located *

State/Territory where Sole Proprietor is
located *

Sole Proprietor [start date](#) *

Before continuing, please review the information above for typographical errors.

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Tell us more about the Sole Proprietor.

* Required fields

Does your business own a [highway motor vehicle](#) with a [taxable gross weight](#) of 55,000 pounds or more? *

☐ Yes ☒ No

Does your business involve [gambling/wagering](#)? *

☐ Yes ☒ No

Does your business need to file [Form 720](#) (Quarterly Federal [Excise Tax Return](#))? *

☐ Yes ☒ No

Does your business sell or manufacture alcohol, tobacco, or firearms? *

☐ Yes ☒ No

Do you have, or do you expect to have, any [employees who will receive Forms W-2](#) in the next 12 months? *
(Forms W-2 require additional filings with the IRS.)

☐ Yes ☒ No

Before continuing, please review the information above.

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Help Topics

[? What is Form 720?](#)

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EIN Assistant

Your Progress:

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3. Addresses ✓

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What does your business or organization do?

Choose **one** category that best describes your business. Click the underlined links for additional examples for each category.

- ☐ [Accommodations](#)
Casino hotel, hotel, or motel.
- ☐ [Construction](#)
Building houses/residential structures, building industrial/commercial structures, specialty trade contractors, remodelers, heavy construction contractors, land subdivision contractors, or site preparation contractors.
- ☐ [Finance](#)
Banks, sales financing, credit card issuing, mortgage company/broker, securities broker, investment advice, or trust administration.
- ☐ [Food Service](#)
Retail fast food, restaurant, bar, coffee shop, catering, or mobile food service.
- ☐ [Health Care](#)
Doctor, mental health specialist, hospital, or outpatient care center.
- ☐ [Insurance](#)
Insurance company or broker.
- ☐ [Manufacturing](#)
Mechanical, physical, or chemical transformation of materials/substances/components into new products, including the assembly of components.
- ☐ [Real Estate](#)
Renting or leasing real estate, managing real estate, real estate agent/broker, selling, buying, or renting real estate for others.
- ☐ [Rental & Leasing](#)
Rent/lease automobiles, consumer goods, commercial goods, or industrial goods.
- ☐ [Retail](#)
Retail store, internet sales (exclusively), direct sales (catalogue, mail-order, door to door), auction house, or selling goods on auction sites.
- ☐ [Social Assistance](#)
Youth services, residential care facility, services for the disabled, or community food/housing/relief services.
- ☐ [Transportation](#)
Air transportation, rail transportation, water transportation, trucking, passenger transportation, support activity for transportation, or delivery/courier service.
- ☐ [Warehousing](#)
Operating warehousing or storage facilities for general merchandise, refrigerated goods, or other warehouse products; establishments that provide facilities to store goods but do not sell the goods they handle
- ☐ [Wholesale](#)
Wholesale agent/broker, importer, exporter, manufacturers' representative, merchant, distributor, or jobber.



Other

Select "Other" for the type of business

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Your Progress:

1. Identify ✓

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You have chosen Other.

Please choose **one** of the following that best describes your primary business activity:

- ☐ Consulting
- ☐ Manufacturing
- ☐ Organization (such as religious, environmental, social or civic, athletic, etc.)
- ☐ Rental
- ☐ Repair
- ☐ Sell goods
- ☐ Service

☒ Other – please specify your primary business activity:

Select “Other” and enter “Fulfilling Federal Requirements”

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application process*

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EIN Assistant

Your Progress:

1. Identity ✓

2. Authenticate ✓

3. Addresses ✓

4. Details ✓

5. EIN Confirmation

How would you like to receive your EIN Confirmation Letter?

You have **two** options for receiving your confirmation letter. Please choose one below:

- ☒ **Receive letter online.** This option requires [Adobe Reader](#).
You will be able to view, print, and save this letter immediately. It will not be mailed to you.
- ☐ **Receive letter by mail.** The IRS will send the letter to the mailing address you provided - allow up to 4 weeks for delivery.



Continue >>

Select this option to receive your letter online providing your EIN.

Click here to continue the application process and receive your letter providing your EIN.

Helpful information regarding your EIN

<http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>

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An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Generally, businesses need an EIN. You may apply for an EIN in various ways, and now you may [apply online](#). **This is a free service offered by the Internal Revenue Service and you can get your EIN immediately.** You must check with [your state](#) to make sure you need a state number or charter.

- [Do You Need an EIN?](#)
- [Do You Need a New EIN?](#)
- [How to Apply for an EIN](#)
- [How Long Will it Take to Get a Number?](#)
- [Lost or Misplaced Your EIN?](#)
- [How EINs are Assigned and Valid EIN Prefixes](#)
- [Canceling an EIN – Closing Your Account](#)
- [Who is a Responsible Party?](#)

[Apply for an EIN Online](#)

Check out our Interview-style online EIN application. No need to file a Form SS-4! We ask you the questions and you give us the answers. The application includes embedded help topics and hyperlinked keywords and definitions so separate instructions aren't needed. After all validations are done you will get your EIN immediately upon completion. You can then download, save, and print your confirmation notice. It's fast, free, and user-friendly!

Filing for Tax Exempt Status?

It's best to be sure your organization is formed legally before you apply for an EIN. Nearly all organizations are subject to automatic revocation of their tax-exempt status if they fail to file a required return or notice for three consecutive years. When you apply for an EIN, we presume you're legally formed and the clock starts running on this three-year period.

Change of Ownership or Structure

Generally, businesses need a **new** EIN when their ownership or structure has changed. Refer to ["Do You Need a New EIN?"](#) to determine if this applies to your business.

Verify Your EIN

If you want to verify your EIN, see the [Lost or Misplaced Your EIN](#) page for instructions.

Daily Limitation of an Employer Identification Number

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Related Topics

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[Change in Application for Employer Identification Number](#)

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